

RECORD RETENTION SCHEDULE

RC-50, Revised 5/1999

(Return to Public Records Administrator)



STATE OF CONNECTICUT

Connecticut State Library

PUBLIC RECORDS ADMINISTRATION

231 Capitol Ave., Hartford, CT 06106

FOR OFFICE USE ONLY

Retention Schedule # 05-1-2

Agency: Department of Environmental Protection

Address: 79 Elm Street, Hartford, CT 06106

Division or Unit: Bureau of Air Management

- Engineering and Technical Services

This schedule is: revised.

If revised, enter previous retention schedule number here: # 03-4-2

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→ (1/2 of ESE)

ITEM NUMBER (i.e. S1- 065)	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility ²	
1.	<p>New Source Review (NSR) Permits Issued: This record series is for permits issued to applicants requiring permits pursuant to the State's Air Regulations. These files are organized alphabetically by town and alphabetically by company name within town. The file consists of:</p> <ul style="list-style-type: none"> A. Permit application; B. Letters, memos and notes; C. Engineering calculations; D. Modeling results; E. Engineering evaluation; F. Draft permit and Tentative determination letter; G. Non-adjudicative public informational hearing; and H. Final permit. 	60 days after date of revocation or expiration, provided the NSR permit is not subject to renewal. Except if the facility is a Title V source, retain the revoked or expired NSR permit file until 60 days after renewal or revocation or expiration of the Title V permit.		

¹ Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

² Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

Approved (Agency Records Management Liaison Officer) <i>Tina Delaney</i>	Typed Name of RMLO: <i>Tina Delaney</i>	Title: <i>Env. Analyst III</i>	Date: <i>04/26/05</i>
Approved (State Archivist) <i>Mark H. Jones</i>	Date: <i>5/2/05</i>	Approved (Public Records Administrator) <i>Annul B. DiBella</i>	Effective Date of Schedule: <i>5/13/05</i>

RECORDS RETENTION SCHEDULE

RC-58, Revised 5/1999

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2.	<p>Title IV (acid rain) and Title V Permits Issued: This record series is for permits issued to applicants requiring permits pursuant to the State's Air Regulations. These files are organized alphabetically by town and alphabetically by company name within town. The file consists of:</p> <ul style="list-style-type: none"> A. Permit application; B. Letters, memos and notes; C. Engineering calculations; D. Technical Support Document (TSD); E. Draft permit and Tentative determination letter; F. Non-adjudicative public informational hearing; and G. Final permit. 	60 days after date of renewal or revocation or expiration of the permit		
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Approved (Agency Records Management Liaison Officer) <i>Tina Delaney</i>	Typed Name of RMLO: <i>Tina Delaney</i>	Title: <i>Env. Analysis III</i>	Date: <i>04/26/05</i>
Approved (State Archivist) <i>Mark H. Jones</i>	Date: <i>5/2/05</i>	Approved (Public Records Administrator) <i>Marie DiBella</i>	Effective Date of Schedule: <i>5/13/05</i>

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3.	<p>New Source Review General Permit (GPNSR) and General Permit to Limit Potential to Emit (GPLPE) Registrations Issued: This record series is for registrations issued to applicants requiring permits pursuant to the State's Air Regulations. These files are organized alphabetically by town and alphabetically by company name within town. The file consists of:</p> <p>A. Registration application; B. Letters, memos and notes; C. Engineering calculations; D. Engineering evaluation; and E. Final registration.</p>	60 days after date of renewal or revocation or expiration of the Registration		
4.	<p>Emergency Authorizations and Temporary Authorizations Issued: This record series is for authorizations issued to applicants requiring permits pursuant to the State's Air Regulations. These files are organized alphabetically by town and alphabetically by company name within town. The file consists of:</p> <p>A. Application; B. Letters, memos and notes; C. Engineering calculations; D. Engineering evaluation; and E. Final Authorization.</p>	60 days after date of expiration or revocation of the Authorization		

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Approved (Agency Records Management Liaison Officer) <i>Tina Delaney</i>	Typed Name of RMLLO: <i>Tina Delaney</i>	Title: <i>Env. Analyst III</i>	Date: <i>04 13 05</i>
Approved (State Archivist) <i>Mark H. Jones</i>	Date: <i>5 12 05</i>	Approved (Public Records Administrator) <i>Russell A. DiBella</i>	Effective Date of Schedule: <i>5 13 05</i>

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5.	Permit Applications Not Required: This record series is for permit applications that have been determined by the Department not to require a permit. These files are organized alphabetically by town and alphabetically by company name within town. The file consists of: A. Permit application; B. Letters, memos and notes; C. Engineering calculations; D. Engineering evaluation; and E. Letter of determination.	60 days after date of determination letter. Except if the facility is a Title V source, retain the Permit Application Not Required file until 60 days after renewal or revocation or expiration of the Title V permit.		
6.	Applicability Determinations: This record series is for applicability determinations by the Department for an applicant that has requested an applicability determination with respect to the State's Air Regulations. These files are organized alphabetically by town and alphabetically by company name within town. The file consists of: A. Correspondence from applicant; B. Letters, memos and notes; C. Applicability determination; and D. Letter to applicant.	Permanent	Permanent files subject to transfer to State Archivist at discretion of Department of Environmental Protection.	

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Approved (Agency Records Management Liaison Officer) <i>Tina Delaney</i>	Typed Name of RMLO: <i>Tina Delaney</i>	Title: <i>Env. Analyst III</i>	Date: <i>04/26/05</i>
Approved (State Archivist) <i>Mark H. Jones</i>	Date: <i>5/2/05</i>	Approved (Public Records Administrator) <i>Sumie DiBella</i>	Effective Date of Schedule: <i>5/13/05</i>

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7.	<p>Permit Applications Withdrawn: This record series is for permit applications that have been withdrawn by the applicant before issuance of a permit. These files are organized alphabetically by town and alphabetically by company name within town. The file consists of:</p> <p>A. Permit application; B. Letters, memos and notes; and C. Letter of Withdrawal from applicant.</p>	60 days after date of withdrawal letter		
8.	<p>Permit Applications Rejected: This record series is for permit applications that have been rejected by the Department for insufficiency. These files are organized alphabetically by town and alphabetically by company name within town. The file consists of:</p> <p>A. Permit application; B. Letters, memos and notes; C. Engineering calculations; D. Rejection Memo; and E. Letter of rejection.</p>	60 days after date of rejection letter		

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Approved (Agency Records Management Liaison Officer) <i>Tina Delaney</i>	Typed Name of RMLO: <i>Tina Delaney</i>	Title: <i>Env. Anal. III</i>	Date: <i>04/26/05</i>
Approved (State Archivist) <i>Mark X. Jones</i>	Date: <i>5/2/05</i>	Approved (Public Records Administrator) <i>Sumit S. DiBella</i>	Effective Date of Schedule: <i>5/3/05</i>

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9.	Permit Applications Denied: This record series is for permit applications that have been denied by the Department for not complying with the State's Air Regulations. These files are organized alphabetically by town and alphabetically by company name within town. The file consists of: A. Permit application; B. Letters, memos and notes ; C. Engineering calculations; D. Engineering evaluation; E. Tentative determination letter; F. Public hearing documents; and G. Letter of Denial.	5 years after date of denial letter		
10.	Emergency Episode Plans: This record series is for emergency episode plans submitted by major sources of air pollution. These files are organized alphabetically by town and alphabetically by company name within town.	60 days after date of submission of new plan or shut down of facility. In the event of an emergency episode, retain the current Emergency Episode Plan permanently.	Permanent files subject to transfer to State Archivist at discretion of Department of Environmental Protection.	
11.	Tax Abatement Files: This record series is for tax abatement files submitted by owners of air pollution control equipment that request tax abatement. These files are organized alphabetically by town and alphabetically by company name within town.	60 days after date of removal of equipment from company's premises or shut down of facility		

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Approved (Agency Records Management Liaison Officer) <i>Tina Delaney</i>	Typed Name of RMLO: <i>Tina Delaney</i>	Title: <i>Envir. Analyst III</i>	Date: <i>04/26/05</i>
Approved (State Archivist) <i>Mark H. Jones</i>	Date: <i>5/2/05</i>	Approved (Public Records Administrator): <i>Kevin L. Brown</i>	Effective Date of Schedule: <i>5/13/05</i>